

## ROUTING AND TRANSMITTAL SLIP

Date  
26 September 1989

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Director of Personnel		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1. FOR ACTION AS APPROPRIATE

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: <input type="text"/>	symbol, Agency/Post)	Room No.—Bldg.
EXA/DDX		Phone No.

5041-102

\* U.S. GPO: 1988 - 241-174

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206EXECUTIVE SECRETARIAT  
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS		X		
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks

ER 89-3818

3637 (10-81)

Executive Secretary

20 Sept '89

Date



OFFICE OF THE DIRECTOR

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT

WASHINGTON, D.C. 20415

September 13, 1989

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS  
AND AGENCIES

FROM:

*Constance B. Newman*  
CONSTANCE B. NEWMAN  
DIRECTOR

SUBJECT:

Presidential Message to Federal Employees

President Bush expressed his strong convictions about the high quality and the dedication of members of the Federal career service when he addressed the senior executives of Government in January of this year. He asked that those men and women whose achievements are deserving be recognized, rewarded and appreciated. President Bush on this and other occasions has emphasized his desire to work with members of all Branches of the Federal Government to serve our citizens and to improve and advance our Nation.

I believe this is a very important message, one which should be conveyed to everyone in Government. Attached is a facsimile of a poster that incorporates an extract from the President's remarks of January 26. The Office of Personnel Management has arranged with the Government Printing Office to have copies of this poster printed to meet agency ordering requirements. Information concerning ordering will be furnished to your Director of Personnel.

I would urge that you take this opportunity to convey the President's message to the men and women of your organization and to assure that those employees who excel are given appropriate recognition.

Attachment

cc: Directors of Personnel



“There is nothing more fulfilling than to serve your country and your fellow citizens and to do it well. And that’s what our system of self-government depends on. And I’ve not known a finer group of people than those that I have worked with in government. You’re men and women of knowledge, ability, and integrity. You work hard, you sacrifice, you deserve to be recognized, rewarded, and certainly appreciated.”

January 26, 1989

*Cy Bush*

# INFORM

## Pride in Service to America (Presidential Quote Poster)

A new poster, which expresses President Bush's strong convictions about the high quality and dedication of the men and women in Government, is available through the Government Printing Office. The poster contains a photograph of the President and the following quote from his remarks to senior executives on January 26, 1989:

"There is nothing more fulfilling than to serve your country and your fellow citizens and to do it well. And that's what our system of self-government depends on. And I've not known a finer group of people than those that I have worked with in government. You're men and women of knowledge, ability, and integrity. You work hard, you sacrifice, you deserve to be recognized, rewarded, and certainly appreciated."

The 14" x 18" poster will be printed in four colors on matte cover stock, and is suitable for mounting on hardboard or matting and framing.

Agencies are urged to order sufficient copies for display in Federal facilities. Additionally, suitably framed, these posters could provide meaningful recognition to individuals for their outstanding work. A black and white facsimile copy or information may be obtained by calling (202) 632-8950 or FTS 632-8950.

## Productivity Improvement Through Employee Incentives

This publication provides guidance to department and agency management and supervisory personnel on the flexibilities they have in developing incentive awards programs that directly support their organizational missions, including productivity improvement.

This publication, first printed in early 1989, covers the specific flexibilities in law and regulations, provides detailed information on how to design an awards program, explains the variety of incentives available and gives examples of agencies that have established gainsharing and other incentive programs to meet specific goals and objectives. Also included are charts describing agency awards programs, with contacts and providing summaries of superior accomplishment awards and recognition based on performance appraisal.

Based on prior agency orders for this publication, it is estimated that the per copy cost will be approximately \$.90. This publication will not be stocked for sale by the Superintendent of Documents, GPO, so riding OPM's printing requisition is the only way to obtain bulk supplies. If your agency previously did not order any copies of this publication, when it was printed earlier, or ordered an insufficient number, we encourage you to order an adequate number at this time.

This publication provides a useful reference for first line supervisors and managers as well as for personnel officials and ordering decisions should take their needs into consideration.

**Inquiries:** *Incentive Awards Division, (202) 632-8950.*

(A pre-printed copy of this publication may be obtained for review by calling this number.)

## Ordering, Cost Estimate and Distribution Information

Departments and agencies may order the publications listed in this issue by riding the OPM printing requisitions indicated below. Field and regional offices should submit their requirements to their department or agency Washington, D.C. area headquarters printing officer before the cutoff date shown.

Agencies may estimate cost by using the current GPO price list of printing services and the information given in the description of each publication. PLEASE NOTE: The Office of Personnel Management cannot provide agencies with the exact cost of the individual publications listed in this flyer. The cost agencies will pay is an actual production cost which varies greatly, depending upon the various specifications of the publication, especially the quantity. Individual unit cost can vary significantly, usually decreasing as the total quantity printed increases. Since we are unable to estimate the total number of copies that agencies will order, accurate

estimates are nearly impossible to gauge. OPM regrets this inconvenience; however, your agency headquarters printing officer may be able to assist you.

Some of the publications listed may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; however, the most economical way of obtaining bulk quantities is to ride OPM's printing requisitions. Agencies may order a bulk supply from GPO and make their own distribution to component offices or have GPO make the distribution (distribution list should be attached to the Standard Form 1 showing the number of copies to be sent to each address).

**NOTE:** Field or regional activities should coordinate their requirements with their Washington, D.C. area headquarters printing officer before submitting any paperwork. GPO will return all requisitions sent directly from field or regional offices.

Publication Title	ID Number	Refer to Edition Date	Refer to OPM Printing Requisition	Requisition (SF 1) to GPO by
Productivity Improvement Through Employee Incentives .....	WPS IA-9	11/88	9-00758	10/06/89
Pride in Service to America (Presidential Quote Poster) .....	PIA-11	10/89	9-00759	10/06/89